

Checklist for waste tire site permit

Date of interview _____ Investigator _____

DBA name and address _____

The following requirements will be completed by the investigator working on your case

_____ **Investigator requirement** – Verification that the waste tire site is fenced or enclosed or otherwise inaccessible. **Sec. 62-200(d)**

_____ **Investigator requirement** – Verification that surface water drainage must be diverted around and away from waste tires. **Sec. 62-200(b)**

_____ **Investigator requirement** – Verification that the waste tire site will not be located in a wetland, sinkhole or floodplain unless protection is provided against at least a 50-year flood by impervious dikes or other appropriate means to prevent the flood waters from contacting the waste tires (Get clearance from City Planning & Development). **Sec. 62-200(c)**

_____ **Investigator requirement** – Verification that signs are posted to prohibit unauthorized entry. (Wording such as "Access Restricted to Authorized Haulers Only" may be used.). **Sec. 62-200(d)**

All of the following information must be submitted by the applicant

Have Need

_____ _____ A copy of the zoning clearance from the City Planning and Development Department stating zoning will allow your proposed business to operate at the proposed location – **City Planning and Development Department** in City Hall, 414 E. 12th St., (816) 513-1500

_____ _____ Application (**must be signed and notarized**). **Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated>)

_____ _____ \$250 waste tire site permit fee

_____ _____ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by Regulated Industries Division** ([http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated /](http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/))

_____ _____ Two recent photographs of the front of the premises to be licensed

_____ _____ A valid permit from the state to operate a scrap tire site pursuant to RSMo 260.270. A copy of such permit with the following attachments shall be provided to the department at the time of registration. **Sec. 62-198(b)(1)**

_____ _____ Submit plans for final disposition of the waste tires. **Sec. 62-198(b)(3)**

_____ _____ Submit a contingency plan designed to minimize the hazards to human health and the environment from fires, runoff of contaminants resulting from fires and from mosquitoes in case of failure of the primary method of vector control. The contingency plan shall include the actions site personnel must take in response to fires, runoff resulting from fires and mosquito breeding in waste tires and an excavation plan for site personnel in case of fire **Sec. 62-198(b)(4)**

_____ _____ **LLC only** – a copy of the **operating agreement** listing the members and managers of the **LLC Corporation only** – a copy of the **bylaws and all amendments and organizational minutes**, verifying all corporate officers, shareholders and number of shares held or the **Articles of Incorporation Partnership only** – a copy of the **partnership agreement** (limited partnership requires partnership application and appointment of the managing partner) – the managing partner must be noted on the application

- ___ ___ Certificate of good standing **from the State of Missouri**. If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not *general partnership*), or a certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building in KCMO, 615 E. 13th St., (816) 889-2925
- ___ ___ Fictitious name registration (**if DBA is different than the corporate name**) – from the State Office Building in KCMO, 615 E. 13th St., (816) 889-2925
- ___ ___ A copy of the lease or a certified copy of the warranty deed of the property to be licensed
- ___ ___ A statement of tax clearance dated within the preceding 90 days from the date of application – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135.
- ___ ___ A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100
- ___ ___ **Investigator requirement** – Include a current copy of the ***Jackson County***, Missouri **Property Tax Clearance** showing there is no property tax due on any personal property owned by the licensee (or used in the activity and owned by a party related to the licensee or by an entity owned or controlled by or under common ownership or control with the licensee) or have you included written authorization from Jackson County officials stating that an arrangement for the delinquent property taxes has been made between the county and licensee? Direct all questions to Edwin Stoll, Director of Collections of Jackson County at (816) 881-3187.